

Town of Essex
Inland Wetlands and Watercourses Commission

Revised 5/2010

Fee: \$60 to Essex + \$60 to State = \$120

Application # _____ Date received by Office _____ Fee _____

Owner of Record _____

Home Address _____

Mailing Address: _____

Phone: Home/Cell _____ Work: _____

Applicant's Name: _____

Home Address _____

Mailing Address: _____

Phone: Home/Cell _____ Work: _____

Applicant's interest in the land if the applicant is not the property owner _____

Location of Property by Street & Village Address: _____

Assessor's Map # _____ Lot # _____ Zoning District _____ Lot Size _____

State the names of all property owners adjacent to the subject property:

Name of Adjacent Property Owner	Street Address (include Mailing Address if Different)

For large properties, please attach another sheet if necessary.

Check applicable activities occurring in or within 100 feet of wetlands and/or watercourses:

Construction of a structure(s)	_____	Discharge	_____
Other site development work	_____	Pond creation/dredging	_____
Deposition or removal of material	_____	Tree removal	_____
Stream altering/channelization	_____	Dam maintenance	_____
Subdivision/Resubdivision	_____	Other	_____

Nature of Request : Explain in detail the extent of any activity checked above, the type of material, and the equipment to be used to complete project. (Use additional sheets if necessary.)

Estimated time for completion: _____

Explain what alternatives have been considered in connection with this application to avoid altering inland wetlands and/or watercourses?

ACTIVITY LOCATION (Map with sufficient detail must be submitted as a part of the application)

Approximate number of acres of wetlands (or portion thereof) on the property: _____

Approximate area of inland wetlands to be altered: _____

If known, are vernal pools or tidal wetlands located on the property? _____

If yes, where and how many acres (or portion thereof) on the property? _____

Is property located within a Special Flood Hazard Area? _____

Is any portion of the property within the channel encroachment line? _____

Has the property been flagged by a licensed soil scientist _____

If yes, by who, and when? _____

Will there be water discharge into wetlands? _____

Discharge – Specify Type _____

ADDITIONAL INFORMATION MAY BE REQUIRED DEPENDING UPON THE COMPLEXITY OF THE PROJECT.

CERTIFICATION:

The applicant understands that this application is to be considered complete only when all information and documents required by the Commission have been submitted. The undersigned warrants the truth of all statements contained herein and in all supporting documents according to the best of his/her knowledge and belief. Permission is granted to the Town of Essex Inland Wetlands and Watercourses Commission and its agent(s) to walk the land, at reasonable times, and perform those tests necessary to property review the application, both before and after a final decision has been issued.

Applicant's
Signature _____ Date _____

Owner of
Record _____ Date _____

Commission Action	_____	_____	_____
	Approved	Denied	Date

Agent Action	_____	_____	_____
	Approved	Denied	Date

ESSEX INLAND WETLANDS & WATERCOURSES COMMISSION PERMIT APPLICATION INSTRUCTIONS – Effective 7/1/09

Most projects will require an approved Inland Wetlands permit from either the Inland Wetlands Enforcement Officer or the Inland Wetlands and Watercourses Commission if your property lies

- Within wetlands or a natural or artificial watercourse (pond, river, cove etc...) or
- Within the 100' regulated upland review area to a wetlands or watercourse.

The Application Form is available in the Zoning/Land Use Office or on-line (www.essexct.gov -- under Departments/Zoning/Permits & Forms).

Meeting Schedule: The Inland Wetlands and Watercourses Commission meet the second Tuesday of the month at 7:30 pm in the Essex Town Hall (generally in Room A on the second floor). The schedule can be confirmed online.

The Application Deadline is seven days prior to the meeting by 4:00 pm. However, requests for the Commission to conduct a site visit can be made at any time including the meeting. A written request is preferred (simple letter format c/o the Wetlands Enforcement Officer – Zoning/Land Use Office).

Application Fees must be submitted at the time of application (see attached sheet).

Eleven copies of the application must be submitted along with the accompanying site plan. Additional copies may be required depending upon the complexity of the project. If the project involves multiple site plan sheets (such as for subdivisions and/or commercial applications), check with the Inland Wetlands Enforcement Officer—11 full sets may not be necessary.

Site Plans must be of sufficient detail to show:

- The proposed activity with distances to the wetland, water body, or watercourse
- The location of the wetland, water body, or water course
- The location of the regulated upland area
- Erosion and sedimentation control measures
- Location of buildings and driveways

For most homeowners, a hand drawn plan (as long as it accurately depicts the area) or a copy of a site survey may be used. Consult with the Wetlands Enforcement Officer for advice. However, professionally prepared plans (by a Licensed Land Surveyor/Professional Engineer, and/or Soil Scientist) may be required depending upon the complexity of the project. ***New buildings will require professionally prepared plans. Septic system repairs and/or a new system will require prior approval from the Health Department.***

Process: The review and approval process may take one-three months depending upon the complexity of the project. The Commission generally schedules a site visit if the members are not familiar with the property. Although a copy of the application is usually distributed to the members prior to the meeting, ***members can only discuss the application at the meeting. Please do not attempt to discuss the application with individual members outside the meeting.***

You and/or your representative should be present at the meeting to discuss the application. Pictures of the area may also be helpful.

Once the application is approved, a decision notice is posted with the Town Clerk and a local paper (generally the Hartford Courant). An abutter may appeal the Commission's decision within 15 days of publication. If there is no appeal, an approved permit is mailed to the applicant. Other permits may be obtained at this time.

Remember activities (such as docks and retaining walls) within the high tide area to the Connecticut River, its coves, or portions of the Falls River will require CT Department of Environmental Protection approval.

Questions? Call **Joseph Budrow**, Inland Wetlands Enforcement Officer at **(860) 767-4340 Ext 115** or email at jbudrow@essexct.gov.

FEE SCHEDULE

Updated March, 2010

All checks for fees are payable to the Town of Essex

ACTIVITY CATEGORY	FEE
All activities except declaratory rulings have a separate surcharge to CT DEP\$ 60.00 – <i>*The Town has no control over the CT DEP fee – <u>Make check payable to the “Town of Essex”</u></i>	\$ 60*
Declaratory ruling/"uses as of right" or Preliminary reviews: No charge	0
Single family residential construction in regulated upland review area: Includes Wetlands Enforcement Officer Permit involving excavation or re-grading (only in the regulated upland area)	\$ 60
Single family residential construction within inland wetlands or stream crossing, maintenance or replacement of culvert	\$ 60
Subdivision/zoning review: No activities in regulated upland area or wetlands	\$100
Subdivision activities: Minor (landscaping or limited grading within regulated upland area)	\$250
Subdivision activities: Drainage and/or road in either regulated upland area or wetlands Plus \$250 per lot with activities in a regulated area and Technical Review Fee	\$250+
Commercial/Industrial/Institutional applications: Minor grading within upland area only with limited or no Town Engineer review	\$200
Commercial/Industrial/Institutional applications: Involving site and/or stormwater review by Town Engineer plus Technical Review Fee	\$400+
Other: Pond dredging, forestry review (other than “as-of-right”)	\$75
Public Hearing Charge	\$300
Technical Review Fee: 150% of the cost of engineering or other professional review as determined by the Town Engineer and/or professional. This includes the cost of inspections. The applicant will receive a refund on any fee in excess of the Town's cost. Note: This is also allowed per Section 3.3 of the Town's Fee Ordinance.	
Amendments to Wetlands Map or Regulations proposed by applicant other than Commission	\$300